

DEPARTMENT: SHERIFF

POSITION: 9-1-1 RADIO DISPATCHER I

LOCATION: GLOBE-PAYSON

JOB CODE: OPEN

CLOSING: HIRING ROSTER

ANNUAL SALARY: \$29,078.40–43,160.00

Nature of Work: Under close supervision and in a learning capacity performs work of average difficulty in the operation of a police radio and the dispatching of appropriate services; and performs related work as required.

Typical Duties: (Illustrative Only) Receives training in dispatching for the Sheriff's Office and other agencies as required; dispatches emergency units including ambulance, wreckers, and back-up units; receives and dispatches information concerning inquiries on liens, driver's licenses, warrants, records and stolen articles; answers complaint phones; makes phone calls for field units as requested; operates a CRT Terminal and teletype; maintains logs and records of dispatching operations; performs a variety of clerical duties.

Knowledge, Skills and Abilities:

Considerable knowledge of:

- Techniques and methods of radio telephone communication;
- Department organization, procedures and operation policies;
- Local geography;

Working skills in:

- Operation of radio telephone equipment;

Ability to:

- Follow written and verbal instructions;
- React quickly and calmly in emergency situations;
- Work rotating shifts which include weekends and holidays;
- Operate a variety of standard office equipment requiring continuous or repetitive arm-hand movements;
- Remain in a sitting position for extended periods of time;
- Respond quickly and alertly to radio transmissions;
- Communicate clearly over the radio.

Minimum Qualifications: High School diploma or GED certificate; six months computer experience preferred; must be at least 18 years of age; US Citizenship.

Gila County is an Equal Opportunity Employer committed to applying the principals of State and Federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, color, religion, sex, age, national origin, or disability except in the case of a bona-fide occupational disqualification. Gila County also maintains a work place free of harassment and intimidation.